



The Carlsbad Recreation Department currently has an opening for a

Recreation Leader
Teen Programs
Starting at \$9.00 per hour

Position

Under supervision of the Recreation Supervisor & Senior Rec. Leader, coordinate and oversee the Leadership In Training and Education (L.I.T.E.) Teen Program and future planned programs/events serving youth ages 10-18.

Example of Duties

Daily Duties

- A. Responsible for organizing and implementing the daily activities for the LITE program as well as future planned programs for youth ages 10-18.
- B. Responsible for directing and supervising participants of the program.
- C. Responsible for maintaining records pertinent to the program.
- D. Responsible for developing and implementing age appropriate activities and events including field trips.
- E. Responsible for planning and conducting fundraisers.
- F. Responsible for working closely with the Senior Rec. Leader to ensure the success of the program through preparation, execution and evaluation of the program.

Periodic Duties

- A. Responsible for attending monthly staff meetings and other meetings and trainings pertinent to program area.
- B. Responsible for supervising participants during scheduled field trips.
- C. Responsible for supervising participants during City wide special events.

Occasional Duties

- A. Responsible for attending workshops, conferences, and in-service training.
- B. Responsible for assisting other staff in organizing and cleaning facility areas and equipment.

Other Duties as Assigned

Qualifications

Minimum Qualifications

- 1. Must be able to relate positively with youth ages 10-18.
- 2. Must be able to communicate effectively with adults of varied backgrounds and experience. **Bilingual Encouraged (Spanish)**
- 3. Must be in excellent health.
- 4. Must have a high school diploma or G.E.D. equivalent.
- 5. Must be at least 18 years of age.
- 6. Must have at least one year paid experience working in a teen program or other related field.
- 7. Must have a valid California Driver's License.
- 8. Negative TB test required prior to employment start date.
- 9. CPR/First Aid Certification or willing to obtain within 30 days of hire.

Experience/Education:

One year experience and/or training performing duties comparable to a Recreation Leader.

Special Conditions

Total work hours may not exceed 999 hours per fiscal year, July 1 to June 30. Required to attend mandatory meeting/training sessions. Uniforms will be provided and must be worn.

Work Schedule

This position involves a tentative schedule of Monday through Friday, 2:00pm-5:30pm between November - June and various hours during the summer months. Some night, weekend work may be required.

*** Total hours worked may not exceed 999 hours per fiscal year, July 1 to June 30.**

Appointments are contingent upon a successful DMV records check and a negative tuberculosis test (a California State) requirement and proof of United States citizenship or legal employment authorization.

The City of Carlsbad encourages qualified individuals with disabilities to apply. Persons who will require special accommodation in order to participate in any portion of the application, testing or interview process must advise the City's Human Resources Department five (5) working days prior to the requested accommodation.

Successful applicants will be offered employment on an hourly basis only. Hourly employment with the City of Carlsbad may be discontinued at any time without cause, notice or right of appeal or hearing.

How to Apply

A city application may be obtained and submitted at the Harding Community Center, 3096 Harding Street Carlsbad, CA 92008 (760) 602-7527 or the Human Resources Department, 1635 Faraday, Carlsbad, CA 92008 Phone (760) 602-2440 Fax (760) 602-8554.

City of Carlsbad
Human Resources Department
1635 Faraday, Carlsbad, CA 92008
Phone (760) 602-2440 Fax (760) 602-8554
E-mail: hr@carlsbadca.gov
www.carlsbadca.gov/hr

Each candidate is required to submit a city application; this position will stay open until filled. You are able to download the city application at the city's website.

<http://www.carlsbadca.gov/services/departments/hr/Pages/default.aspx>

1. Candidates will be evaluated for employment consideration on the basis of the submitted application.
2. An interview of those best qualified will be used to rank the applicants for a final selection.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The City of Carlsbad is an Equal Opportunity/ADA Employer and values diversity at all levels of the organization.

